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*Disclaimer:*

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# Session Overview

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- Purpose of evaluation
- Share the evaluation timeline
- Purpose of each survey
- Explanation of the evaluation process
- Use of survey results for other surveys and monitoring



# Purpose of Evaluation

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- Three levels of evaluation
  - Grantee
  - State
  - Federal
- Analyze program progress towards goals and objectives
- Determine program strengths
- Determine program needs
  - Program changes
  - Professional development

# State Evaluation Surveys

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- Program Quality Self-Assessment Tool
- Teacher Survey
- Student Survey
- Grant Monitoring Document (GMD)
  - 2<sup>nd</sup> & 3<sup>rd</sup> years only not selected for onsite monitoring
- Annual Local Evaluation Tool (ALERT)
- SSWS Attendance Survey

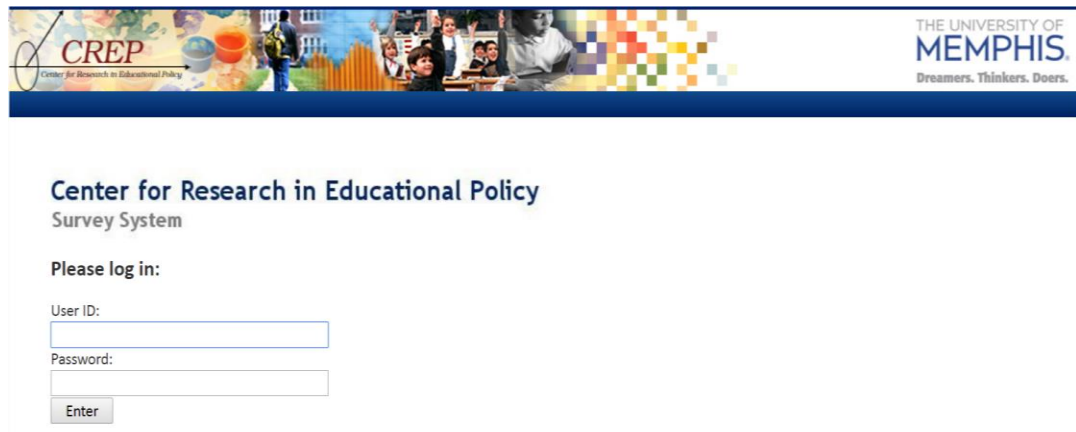
# Survey Platforms

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University of Memphis, Center for Research and Educational Policy (CREP Survey System)

## Log-in Information

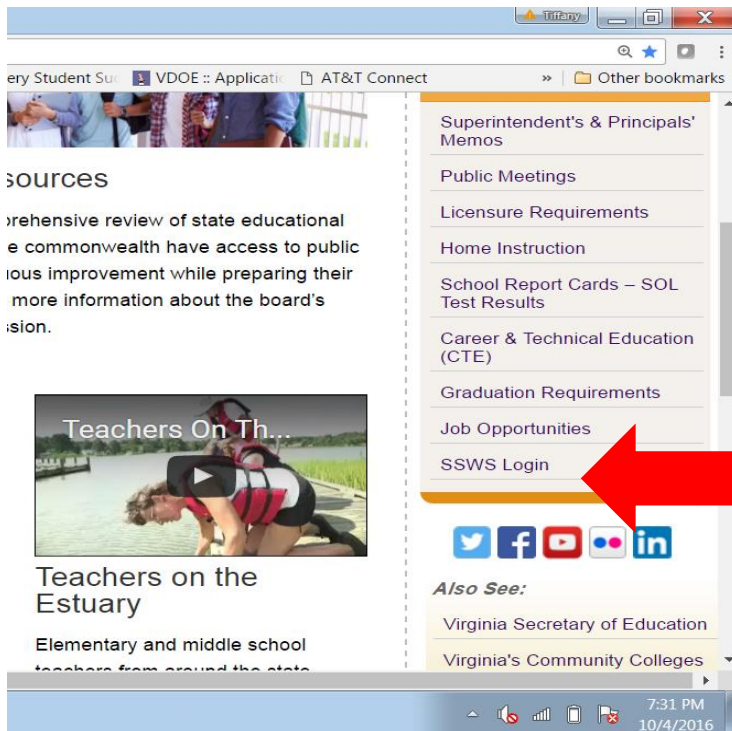
- An email from CREP will be sent that contains a unique username and password for each survey.
- If you have forgotten your password, contact CREP.



The screenshot shows the login interface for the CREP Survey System. At the top, there is a banner with the CREP logo on the left and the University of Memphis logo on the right. Below the banner, the text 'Center for Research in Educational Policy Survey System' is displayed. Underneath this, the instruction 'Please log in:' is followed by two input fields: 'User ID:' and 'Password:'. An 'Enter' button is located below the password field.

# Survey Platforms

## VDOE SSWS



Superintendent's & Principals' Memos

Public Meetings

Licensure Requirements

Home Instruction

School Report Cards – SOL Test Results

Career & Technical Education (CTE)

Graduation Requirements

Job Opportunities

SSWS Login

Also See:

Virginia Secretary of Education

Virginia's Community Colleges

Teachers On The Estuary

Elementary and middle school teachers from around the state



### SSWS Application Selection

- Welcome Tiffany Frierson.

Please select one of the Applications listed below

#### APPLICATIONS

[21st Century Community Learning Centers](#) - Application to facilitate the Community Learning Centers program.

[Educational Registry Application \(ERA\)](#) - Educational Registry Application maintains information and staff. This application also maintains division and school administration, superintendent, principal, central office staff, school calendar, school programs, paired schools, division c

# Program Quality Self-Assessment (PQSA) Tool

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## Purpose

- Designed to help staff think critically about the 21<sup>st</sup> CCLC program and determine if it is effectively meeting program objectives

## Who: Advisory/evaluation team

- Coordinator
- Site director
- Building administrator(s)
- Teacher(s)
- Community partner(s)
- Parent(s)



# PQSA Tool

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## Ten Sections

- Academic Focus
- Compliance with 21<sup>st</sup> CCLC Regulations
- Youth Development Needs
- Ensuring Safety
- Coordination with School
- Staff and Professional Development
- Community Partnerships
- Sustainability
- Management and Governance
- Areas of Strength

# PQSA Tool

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## Ratings for Sections 1 - 9

- Proficient: Our program is proficient and can serve as an example to others.
- Acceptable: This element is fully developed and is practiced consistently in our program.
- Developing: We are currently developing this element.
- Needs Improvement: This element does not exist in our program or is in the early stages of development.
- Don't Know: I am unfamiliar with this element.

# PQSA Tool

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Narrative at the end of each section

- Action plan to improve program quality
- Technical assistance/training needed to improve program quality

Areas of strength – grantees describe specific strategies and factors that contribute to the success of the program

# PQSA Tool

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Program directors/site directors will have a series of questions to answer

- AWA (total # of unduplicated students each week/  
# of program weeks)
- Program objectives including SOL assessment improvement
- Student and family program hours
- Spend down of funds-Grant Tracking Balance Worksheet
- Sustainability and partnerships

# PQSA Tool: Data to Collect

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- Academic data
- Ways youth development needs are met
- Safety data and procedures
- Ways information is communicated
- Staff and professional development conducted
- Ways the program works with community partners
- Steps taken to sustain the program
- Methods that records are kept, finances are managed, data are collected
- Areas of strength

# PQSA Tool Tips

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- Allow program time to operate (January)
- Each member of the advisory/evaluation team completes the self assessment tool
  - Can complete the tool in parts
- Discuss the results and use them to determine areas requiring improvement
- Develop an improvement plan
- Execute the improvement plan

# Teacher Survey

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## Purpose

- to determine the effectiveness of the program on the academic and social progress of the participating students during the regular school day

## Who

- Elementary school – homeroom teacher
- Secondary school - core academic teacher such as an English/reading teacher or a mathematics teacher

# Teacher Survey

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One survey is completed

- for each student that has attended the program for 30+ days

Coordinators/site directors will receive a template letter to send to teachers

Use teacher survey results to complete the USED APR Survey



# Teacher Survey

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Seven questions to determine improvement

- Attendance
- Academic performance
- Behavior
- Homework completion
- Class participation

Summary report available after closing date

Surveys need to be completed for at least ten students in order to receive a report

- Protect student identities
- The fewer students that take the survey, the easier it will be to identify them

# Teacher Survey Data

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## Data to Collect

- Attendance
- Homework completion
- Grades/assessment
- Behavior

# Teacher Survey Tips

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- Solicit the support of the principal
- Inform the academic teachers (English/reading and mathematics) at the beginning of the year
- Identify the teachers and establish a completion date
- Ask teachers to request an email confirmation and forward it to you
- Use results to respond to Character Education questions in the ALERT survey

# Teacher Survey Tips

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## Survey collection alternatives

- Schedule a “staff training” and have teachers complete the survey as a group
- Site directors collect the teacher survey data and complete the survey for each student in the program

# Student Survey

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## Purpose

- Collect data on students' perceptions of the program

## Who

- Students in grades 3-12
- Attended the program for 30 days or more

# Student Survey

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- Approximately 32 questions
- Student responses
  - Yes, Sometimes, No
  - Agree, Not Sure, Disagree
- Students individually complete the survey online during the afterschool program
- Student provides grade level which will indicate additional questions for secondary students
- Letter sent to superintendent informing him/her of the Student Survey
- Summary report available online if at least ten students complete the survey

# Student Survey Data

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Data to collect

- No data to collect

# Student Survey Tips

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- Establish last day for identifying students attending 30 days or more
- Create a schedule to allow students time to complete the survey
- Stress the importance of honest answers and confidentiality
- Create an alternative plan for students not taking survey
- Schedule time in the computer lab
- Display the web address
- Respect student privacy
- Provide appropriate accommodations





# Annual Location Evaluation Report Template (ALERT)

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## Purpose

- to meet monitoring requirements of Title IV, Part B, 21<sup>st</sup> CCLC grant

## WHO

- Coordinator
- Clerical staff - attendance
- Human resources – staffing data
- Guidance – demographic data and academic data
- Building administrative staff
- Teachers (academic and enrichment)
- Community partners



# ALERT: Data to Collect

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- Attendance data
- Student demographic data
  - Activity Data
  - Type
  - Frequency
  - Who
- Academic data
  - Assessment data scores
  - Grades
  - Progress monitoring data (benchmark assessments)
- Staffing data
- List of activities and purpose/related objective
  - Academic, enrichment and family programming activities
  - How often the activity occurred
  - Behavior and motivation
- Community partnership information
- Success of activities
  - Data to justify the success of the activity

# ALERT TIPS

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- Preview the survey
- Establish a team to help collect data
- Allow adequate time to input data
- Save work as you go; return if necessary
- Use data again to complete the 21APR

# Grantee Monitoring Document (GMD)

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## Purpose

- Program monitoring and compliance

Year 1 grantees do not complete the GMD

# USED 21APR

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Good news! 21APR can now be found at **21apr.ed.gov**.  
The 21apr.thetactilegroup.com url will expire on November 30, 2016.  
Please update your bookmarks!

## WELCOME

### 21ST CCLC DATA COLLECTION

Thanks for making time to report on 2015-2016 performance period data to the US Department of Education.

The federal system is open for reporting on the following schedule:

May 7 – Jun 15	Summer 2015
Jun 16 – Jul 31	Fall 2015
Aug 1 – Nov 30	Spring 2016
Nov 30	Certification by States closes

Your State may have earlier deadlines for reporting Summer, Fall, and Spring data. Check with your State Education Agency for your State's deadlines.

Authorized users, log in here:

EMAIL

tiffany.frierson@doe.virginia.gov

PASSWORD

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[Forgot your password?](#)

LOGIN

# USED 21APR

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## Purpose

- GPRA, Government Performance and Results Act, indicators are measures established by Congress to assess the performance of the 21<sup>st</sup> CCLC program.
- USED reports annually on the measures to Congress.
- There are 15 GPRA measures.
- Most measures are calculated using aggregated data from grades, state assessments, or teacher reported behaviors as provided by states.

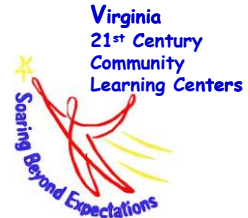
## Who

- Site coordinator

# How the Data are Collected

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- Data are collected by terms as defined by USED.
- Terms are summer, fall, and spring.
- Terms for 2015-2016 were:
  - Summer 2015
  - Fall 2015
  - Spring 2016
- Timelines for each term are defined by the VDOE.



# USED 21APR Data

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## Data to collect

- Grantee information
- Center information
  - Whether Extended Learning Time (ELT) is implemented
  - Feeder school information
  - Partner information
- Activities
- Staffing
- Participation
- Outcomes



# USED 21APR

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## Log-in information

- New users
  - An email from the Tactile Group will be sent that asks you to establish your password.
  - The user name is your email address.
- Returning users
  - If you have forgotten your password or are locked out, contact *Marsha Granderson* or *Michael Courtney*.

# SSWS Student Attendance Survey

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## Purpose

- CREP uses data for state evaluation report

## Who

- Division SSWS administrator
- Clerical staff – student attendance
- Site director

# SSWS Student Attendance Survey Data

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## Data to collect

- Attendance data for students in grades 3 – 12 that attended the program one or more days

# SSWS Student Attendance Survey

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Completed via the Single Sign-on for Web Systems (SSWS)

- Grantees must work with the school division SSWS administrator for access to the “21st Century Community Learning Centers Application (21st CCLC Student Attendance Survey)” through SSWS
- Non-LEA grantees must work with their contact in the school division to ensure access and that the data can be entered into the survey within the data collection window.

# SSWS Student Attendance Survey Tips

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- Do not wait until the last minute
- Communicate with the division's SSWS administrator the dates that the survey needs to be downloaded and uploaded
- Review the file; if several students are missing, they may be assigned to another school
- Contact a system administrator to determine the student's new school

# SSWS Student Attendance Survey Tips

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- Contact the state specialist to add those schools to the survey
- Allow time to secure superintendent's signature
- The file will be a .csv not an excel file (.xls)
  - Do not change the file type

# Timeline of Surveys

[illegible]

# Evaluation Reminders

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- Record all of the survey dates on your calendar
- Contact people who need to provide assistance with collecting data in a timely manner
- Plan ahead in order to complete the surveys on time
- Print copies of survey results
- Grantees are in noncompliance if not completed
- Determine who will receive the survey emails



# Grantee Contact Information

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Thoughtfully determine who will be the contact for the surveys when completing the 21<sup>st</sup> CCLC contact form.

USED APR Contact:		
	Title:	
	Address:	
	Phone:	
	E-mail:	
CREP Surveys Contact:		
	Title:	
	Address:	
	Phone:	
	E-mail:	
Other:		
	Title:	
	Address:	
	Phone:	
	E-mail:	

# Evaluation Contacts

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## State Evaluations

- Michael Courtney

## University of Memphis/CREP

- Margie Stevens
- Sylvia Feibelman

## 21APR

- Marsha Granderson
- Michael Courtney